

CLASS TITLE: CHIEF LEGAL COUNSEL - STATE LABOR RELATIONS (DOA)

Class Code: 02993800
Pay Grade: 43A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide statewide coordination of contested labor cases before arbitrators, the Personnel Appeal Board, the State Labor Relations Board, civil courts, and other labor-related agencies; to present cases as appropriate; to advise the Administrative and Legal Support Services Administrator about general matters involving labor legal issues; to coordinate the dissemination of relevant information; to review and draft labor legislation, as requested; as requested, to assist in contract negotiations; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrative and Legal Support Services Administrator with considerable latitude for the exercise of independent initiative and judgment; work is subject to review through conferences and written reports for satisfactory performance, results obtained and conformance to prescribed policies or procedures.

SUPERVISION EXERCISED: Supervises subordinate professional and administrative staff in the Division of Legal Services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide statewide coordination of contested labor cases before arbitrators, the Personnel Appeal Board, the State Labor Relations Board, civil courts, and other labor-related agencies.

To present cases as appropriate.

To advise the Administrative and Legal Support Services Administrator about general matters involving labor legal issues.

To coordinate the dissemination of relevant information.

To review and draft labor legislation, as requested.

As requested, to assist in contract negotiations.

To coordinate the preparation and presentation of various contested labor cases in all appropriate forums, including cases presented by the Department of Administration and other state departments and agencies.

To provide a global overview of the various agency and departmental arbitration proceedings, ensuring a cooperative and mutually beneficial development of strategies in cases wherein precedents have or could be established.

As necessary or assigned, to prepare and present labor cases before tribunals, agencies, or courts, and, as appropriate and authorized, negotiate settlements.

To serve as a resource for various departments.

To evaluate and disseminate information about decided cases and supervise the maintenance of appropriate databases.

As necessary, to participate in various labor-related training and informational programs.

To draft, evaluate, prepare position papers, coordinate responses, and testify on labor-related legislation and regulations, both state and federal.

In coordination with the Administrative and Legal Support Services Administrator, to settle labor cases in various forums.

As requested, to assist the Executive Director of Human Resources/Personnel Administrator in matters pertaining to the Personnel Rules, personnel matters, the classified service, the unclassified service, federal and state mandates, and various legal challenges on these matters.

To review recent decisions in various forums and suggest topics for negotiations based on adverse decisions, or unclear language.

Within parameters established by the Administrative and Legal Support Services Administrator, to settle labor cases in various forums.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the laws and regulations affecting labor relations; a thorough knowledge of the principles, practices, and techniques of labor relations, arbitration hearings, and grievance proceedings, and the ability to apply said techniques in a statewide labor relations program; the ability to assist in planning, developing, and coordinating the work of a staff engaged in contested labor cases; the ability to establish effective working relationships with departmental labor personnel, labor organizations, labor representatives, and individuals and organizations interested in labor relations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from an accredited law school; and

Experience: Extensive employment or practice in the field of labor relations, including involvement in areas such as arbitrations, grievances, civil cases, unfair labor practices, personnel appeals, equal employment and unemployment compensation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: December 19, 1999

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